



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Maintenance Worker**  
**Class Title: Maintenance Worker**  
**Range: 3**  
**Reports to: Property Rental Manager**

**FLSA: Non-Exempt**

### Position Requirements:

**Education and Experience:** One (1) year certificate from college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** Valid Minnesota Driver's license required.

**Certifications Required:** None

**Background Investigation Required:** MN Bureau of Criminal Apprehension and NSOPW.

**Knowledge:** Knowledge of basic home repair techniques; knowledge of local geographic area.

**Abilities:** Ability to operate hand and power tools; ability to problem solve and work independently at housing sites. Ability to climb ladders. Ability to read, interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to change work direction throughout the day.

**Skills:** Basic math skills of addition, subtraction, multiplication and division. Basic mechanical aptitude. Basic computer skills.

### Duties and Responsibilities:

Repairs or replace door and mailbox locks, repair or replace interior closet doors, use both kitchen and bathroom drain snakes, ability to hang blinds, and repair or replace screen. Able to do basic faucet and toilet maintenance, replace electrical fixtures and outlets. Must have reliable transportation and ability to carry various tools. Maintain grounds at assigned ACCAP housing sites including spring cleanup, tree trimming, shrub and lawn care, fertilization, weed control, irrigation maintenance, clean-up, walkway snow removal, ice control, gutter repair/cleaning and miscellaneous pick-up/delivery/appliance installation activities to support housing maintenance. Duties may involve unit turns and building cleaning. Must be able to be on-call, and to respond within an appropriate amount of time, during scheduled on-call rotation. Performs other related duties as assigned.

### Essential Job Functions:

Able to lift and carry 50-75 pounds safely, standing or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning. Must be able to communicate effectively with clients, co-workers, and supervisor. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date:	4/29/2022	Location:	Anoka County, MN
Closing Date:	Until Filled	Supervisor:	M.Olen
Status:	Permanent/FT	Wage:	\$14.90 - \$16.39/Hour - DOQ
Benefits:	Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.		

To receive an employment application, go to [www.accap.org](http://www.accap.org).